

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Automotive Service Attendant****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Services and repairs all city vehicles. Monitors and maintains inventory and battery room and ensures the proper disposal of waste. Travels on road calls to repair batteries or tires. Assists the Towing and Recovery division with the transport of seized vehicles.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	H	Repairs tires or batteries on road calls by traveling to the location, loading and unloading the tire or battery truck, using equipment to diagnose the problem, repairing or replacing the tire or battery, and completing the work order.
2	L	Monitors and maintains battery room by evaluating batteries, setting them aside for disposal, recharging batteries, and returning charged batteries to inventory and maintains tire inventory and ensures the proper disposal of waste.
3	H	Cooperates with the Towing and Recovery division by assisting with the relocation and transport of seized citizens vehicles.
4	M	Provides assistance to other mechanics or the Maintenance Operations Team as directed by answering the telephone, completing work orders, changing oil, and replacing lights and fuses.
5	M	Provides general service maintenance to street sweeping machines and other vehicles.
6	M	Provides support to emergency response clean-up teams.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines. Level of knowledge equivalent to less than high school or equivalency.
Experience	One year in Automotive service.
Certifications and Other Requirements	Valid CDL (Class A) Driver's License
Reading	Work requires the ability to read work orders, maps, technical bulletins, computer programs, repair or maintenance codes and descriptions.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write general repair and maintenance notes.
Managerial	N/A
Budget Responsibility	N/A.
Supervisory / Organizational Control	Work requires team involvement and development.
Complexity	Normal tasks require use of definite procedures, with little deviation. Work requires little analysis or judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	Changing tires, office work
Sitting	R	Desk work
Walking	C	Retrieval of parts/equipment
Lifting	C	Tires, batteries
Carrying	C	Tires, batteries, equipment, office supplies, tools
Pushing/Pulling	C	Tires
Reaching	C	Tires, batteries, equipment, tools
Handling	C	Tires, batteries, equipment, office supplies, tools
Fine Dexterity	F	Computer keyboard
Kneeling	C	Changing tires
Crouching	C	Changing tires
Crawling	C	Changing tires
Bending	O	Changing tires
Twisting	C	Changing tires
Climbing	O	Retrieval of tires
Balancing	C	Changing tires
Vision	C	Changing tires, computer, desk work, reading
Hearing	C	Customer service, tire changing equipment, co-workers, meetings
Talking	C	Customer service, co-workers, meetings
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Tires, changers, light and/or heavy hammers, tire tools, hand tools, computer, Standard Microsoft Windows and Office software, Faster software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	M	Extreme Temperatures	D
Electrical Hazards	D	Noise and Vibration	D
Fire Hazards	S	Fumes and Odors	D
Explosives	D	Wetness/Humidity	D
Communicable Diseases	M	Darkness or Poor Lighting	M
Physical Danger or Abuse	D		
Other (see 1 below)	S		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	X
Vehicle	X
Outdoors	X
Other (see 2 below)	W

(1) Inclement weather conditions

(2) Highway / Road service calls

PROTECTIVE EQUIPMENT REQUIRED:

Steel-toe boots/shoes, hearing protection/ear plugs, safety glasses

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)